



Completeness Review For Letters of Certification
All plats are now subject to this process

FOR OFFICE USE ONLY		
Date Application Submitted:	Date Application Inventoried:	Date Applicant Notified:
Case Manager:	Certifying Agency: (circle) SAWS CPS PLAN Parks DEV	Complete Incomplete

Plat I.D. # _____

Plat name: _____

Project Engineers / Surveyors or Firms Name: _____

Contact: _____

Address: _____

Phone #: _____ Fax #: _____ E: Mail _____

☐ Major

☐ Minor

☐ Amending

Note: The applicant must submit all required items to each respective agency.
Please Note that all packages determined incomplete will be destroyed if not picked up within five (5) days of notice.

Completeness Inventory for requests for Letter of Certification (LOC)

The subject application has been inventoried and the following items purporting to be the requisite information or items required for LOC technical review were submitted: (Amending, Development Plats, Major, Minor or Replat)
THESE ITEMS HAVE NOT BEEN REVIEWED FOR VERACITY OR TECHNICAL ACCURACY.

* This column is for applicant's use ✓ item enclosed N/A Not Applicable	*Items attached	Staff Inven- tory	Items Missing	Comments (FOR OFFICIAL USE ONLY)
Development Services: The following is required for all minor & major plats				
Subdivisions:				
4 copies of proposed plat				
Legal Description: (formerly City Tax Office)				
2 copies of proposed plat				
Environmental (Trees):				
1 copy of proposed plat				
Completed & signed Streetscape Tree Form (attached to the Tree Affidavit/Permit application with tree planting specifications if applicable)				
Completed & signed Tree Affidavit/Permit application & check for fees if option # 3 is not checked.				
Engineering: (the following is required for every plat)				
5 copies of proposed plat				
1 copy of TIA w/threshold work sheet, or; 3 copies of the TIA report. Provide approved PUD, POADP & or MDP.				
1 copy digital file (do not e-mail)				
DS Drainage Division and PW Storm Water Eng., (required for every plat) 4 bound sets - (titled) Storm Water Management Plan Use and include checklist found in Appendix B – Section 35-B119 (to include copies of plat)				
In addition Major Plats may require the following:				
3 copies Signage plan (if new streets)				
1 copy geotechnical report (if new streets)				
2 copies of utility layout				
2 copies of street & drainage cost estimate				
3 sets of plan & profiles (streets, alley, walks, drainage as per Section 35B-120)				
Amending Plat - 12 copies of the proposed plat & a digital file.				

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Parks & Recreation:				
1 copy of proposed plat				
1 copy of HOA bylaws (if applicable)				
1 letter requesting credit for improvements (if applicable)				
Planning:				
4 copies of proposed plat w/Planning Dept. Request for Review Form Attached. Reference Any MDPs, POADPs & PUDs associated w/plat (Major Thor., Neighborhoods, Master Plan, Master Dev.Plan & Historic Preservation)				
San Antonio Water Systems – Sewer/Water (All plats & plans must be folded):				
4 copies of plat (No preliminary plats will be accepted. (X & Y coordinates & SAWS applicable notes required on all plats)				
1 SAWS Application for Subdivision Plat Review				
1 Water Well Letter (Signed & Sealed)				
1 copy Water purveyor letter (if applicable)				
1 copy Septic Letter (if applicable)				
1 copy Water Commitment or Sewer Contract/Assignment (if applicable)				
1 copy local Sewer Authority (If applicable)				
1 copy No Flow letter (if applicable)				
1 copy Private Sewer System Letter (if applicable)				
1 copy EDU calculations with land use assumption (if applicable)				
1 copy SAWS Aquifer Protection approval for all minor/major plat over recharge zone				
SAWS Plan Submittals for Plats requiring on-site/off-site development: (Sewer & Water)				
2 copies of sewer plans, 2 copy of cost estimates, 1 copy of utility layout, 1 copy of plat & 1 copy of current master plan				
2 copies Water Plans with 2 copies Cost Estimates, 1 copy of Utility Layout, 1 copy of plat & 1 copy of current master plan				
Specifications for Plans only if requested				
Amending/Vacating Declaration/Development Plats:				
2 copies of proposed plat				
City Public Service:				
1 transmittal letter				
3 copies of proposed plat with new street names and preliminary request				
3 copies of utility layout				
Requests for Reviews:				
Southwestern Bell:				
2 copies of proposed plat with preliminary request				
Time Warner Cable System:				
2 copies of proposed plat				
2 copies of utility layout				
Bexar, Comal, Guadalupe, Kendall, Medina, Wilson County (if applicable)				
1 copy of proposed plat				
SADA-SARA-Asset Mgmt.-Bexar Metropolitan Water District (if applicable)				
1 copy of proposed plat				
Aviation (if applicable)				
1 copy of proposed plat				
Other (if applicable)				

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